

# Early Learning Facilities Program (ELF)

## Health and Safety Minor Renovation Funding Round Program Summary

### Program Managers:

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Grace Ssebugwawo & Jody Hitchings , DCYF

OPENING FEBRUARY 2024



Washington State  
Department of  
**Commerce**

# We strengthen communities



HOUSING AND  
HOMELESSNESS



INFRASTRUCTURE AND  
BROADBAND



SMALL BUSINESS  
ASSISTANCE



ENERGY



PLANNING AND TECH  
ASSISTANCE



COMMUNITY  
SERVICES AND FACILITIES



CRIME VICTIMS AND  
PUBLIC SAFETY



ECONOMIC  
DEVELOPMENT

**Early Learning Facilities**

**Health and Safety Minor  
Renovations**

**Reimbursable Grant**

**Program Overview**



# The Early Learning Facilities Program

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- This program is funded by the Washington Legislature to address the critical need for early learning opportunities for children from low-income households.
- **Legislation**
  - Intent [RCW 43.31.565](#)
  - Eligible Activities [RCW 43.31.577](#)
- **Goals**
  - Support Washington's commitment of developing high quality early learning opportunities for children.
  - Minor renovations to improve health and safety for children in early learning facilities.
- **Funds Distribution**
  - Grant funds are provided as a reimbursement to costs incurred by the grantee
  - All grant funds will be secured with real estate, typically through a deed of trust to ensure the public benefit of the funds is achieved for at least 10 years
  - Commerce can only reimburse for expenses incurred after the date of the award letter.





# Health and Safety Minor Renovation Eligibility

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- Non-profit organizations
- For-profit businesses
- Public entities
- Public school districts, private schools, and charter schools
- Tribes



# Health and Safety Minor Renovation Funds Available

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- The Capital Budget designated \$5,000,000 for the Health and Safety round for minor renovations
- Funds are for the reimbursement of eligible costs
- Eligible costs are outlined in the Program Guidelines on our [website](#)

# Health and Safety Minor Renovation Funds Available

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- **Minimum Request Amount:**
  - \$10,000.00
- **Maximum Request Amount\***
  - \$200,000.00
- \* Family home requested funds may not exceed 50% of the current tax assessed value of the home, and the amount supported by the tax assessment uploaded on the ZoomGrants application

# Preparing to Apply for a Grant





# Initial Prep for pre-application

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- Determine If You Are Eligible
- Read Program Guidelines
- Read Notice of Funding Opportunity
- Review the Pre-Application Questions and General Application Questions in the Notice of Funding Opportunity
- Register For or Check Current Access to ZoomGrants



# **Early Learning Facilities Health and Safety Minor Renovations Program Eligibility**



# ELF Health and Safety Program Eligibility

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- Applicants must currently be or intend to be
  - Licensed through the [Department of Revenue](#) (or registered, if a tribe) to conduct business in Washington State
  - Registered with the Secretary of State, if applicable.
  - Licensed with DCYF
  - Prepared to coordinate with contractors to ensure state prevailing wage is being paid ([LNI Prevailing Wage Look\up](#))



# ELF Health and Safety Eligible Costs

- Professional construction management (4% cap from award – not affiliated with the applicant organization)
- Construction costs for minor renovations
- Capitalized equipment (lifespan of 13+ years)
- Improvements for kitchens and baths (similar materials – no excessive upgrades)
- Improvements for ADA compliance

See the [ELF web page](#) for full Program Guidelines





# Examples of Projects with Eligible Costs

- Renovation to an existing licensed early learning facility
  - Bathroom (no tubs) to include right-size fixtures
  - Update to flooring
  - Repair of fence
  - Play area updating
  - HVAC updating
  - Other specific health and safety improvements directly related to early learning/childcare



# ELF Health and Safety Ineligible Costs

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- Internal administrative costs, in-house labor, or activities
- Computers
- Rolling stock (such as vehicles)
- Lease payments for rental of equipment or facilities
- Any maintenance or operating costs, or the moving of equipment, furniture, etc., between facilities
- Purchase of property or land



# Examples of Projects with Ineligible Costs

- Projects for areas not specifically for childcare/early learning
- Interest fees for construction loans
- Transportation costs
- Upgrades that are not used for childcare purposes
- Projects that do NOT improve health and safety for children
- Bathtubs or showers





# Washington State Department of

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# **CHILDREN, YOUTH & FAMILIES**

**Grace Ssebugwawo, DCYF**

Strategic Engagement and Policy Specialist

**Jody Hitchings, DCYF**

Pre-Licensing Unit Supervisor



# DCYF's Mission, Vision, and Values

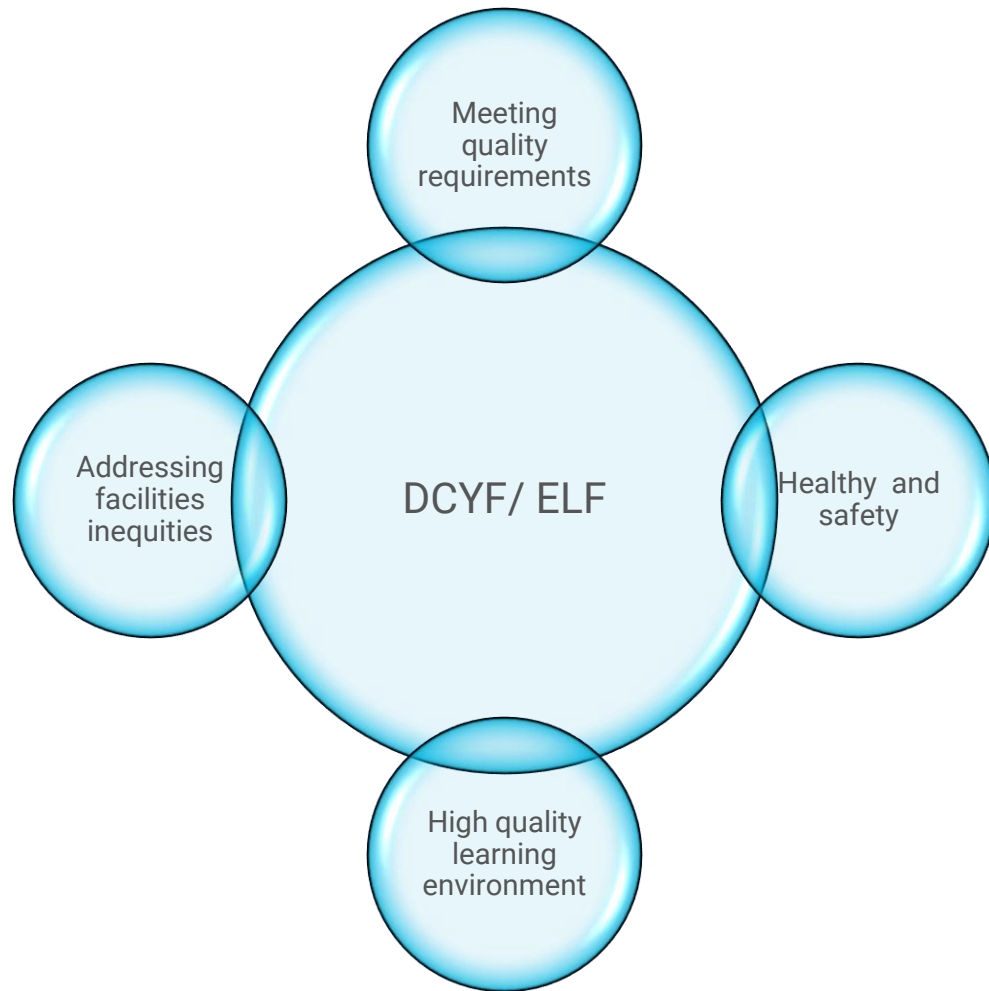
**Mission:** Protect children and strengthen families so they flourish.

**Vision:** All Washington's children and youth grow up safe and healthy—thriving physically, emotionally, and educationally, nurtured by family and community.

**Values:** Inclusion, Respect, Integrity, Compassion, Transparency



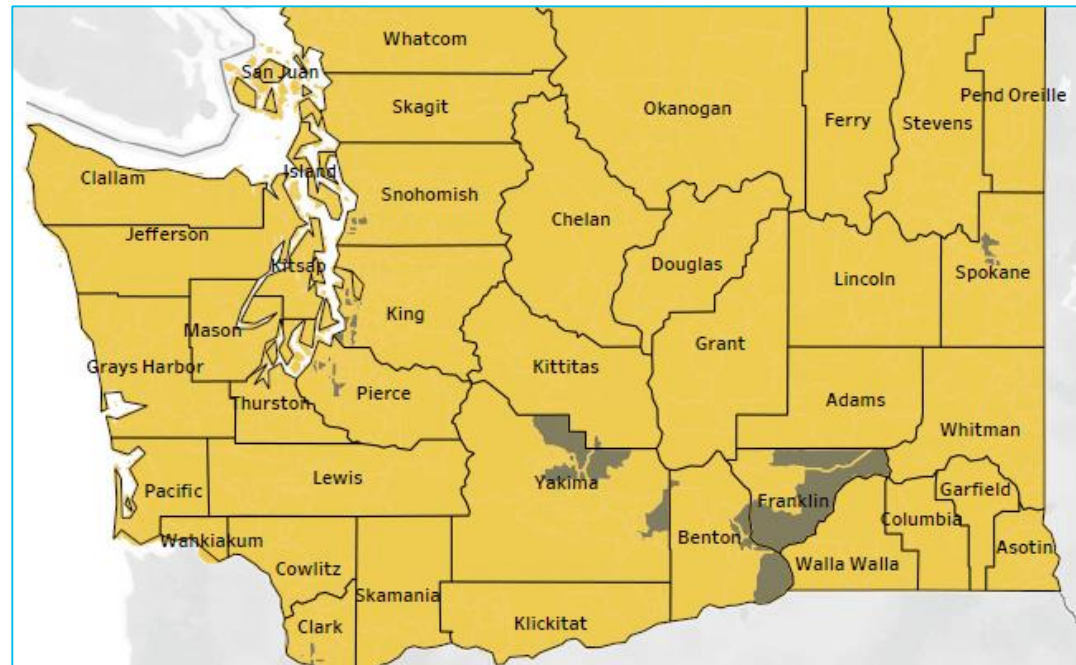
# DCYF and ELF Minor renovation program intersection



# Extreme Childcare Desert

A zip code without available childcare surrounded by zip codes without available childcare.

In 2019 DCYF identified 35 extreme childcare deserts

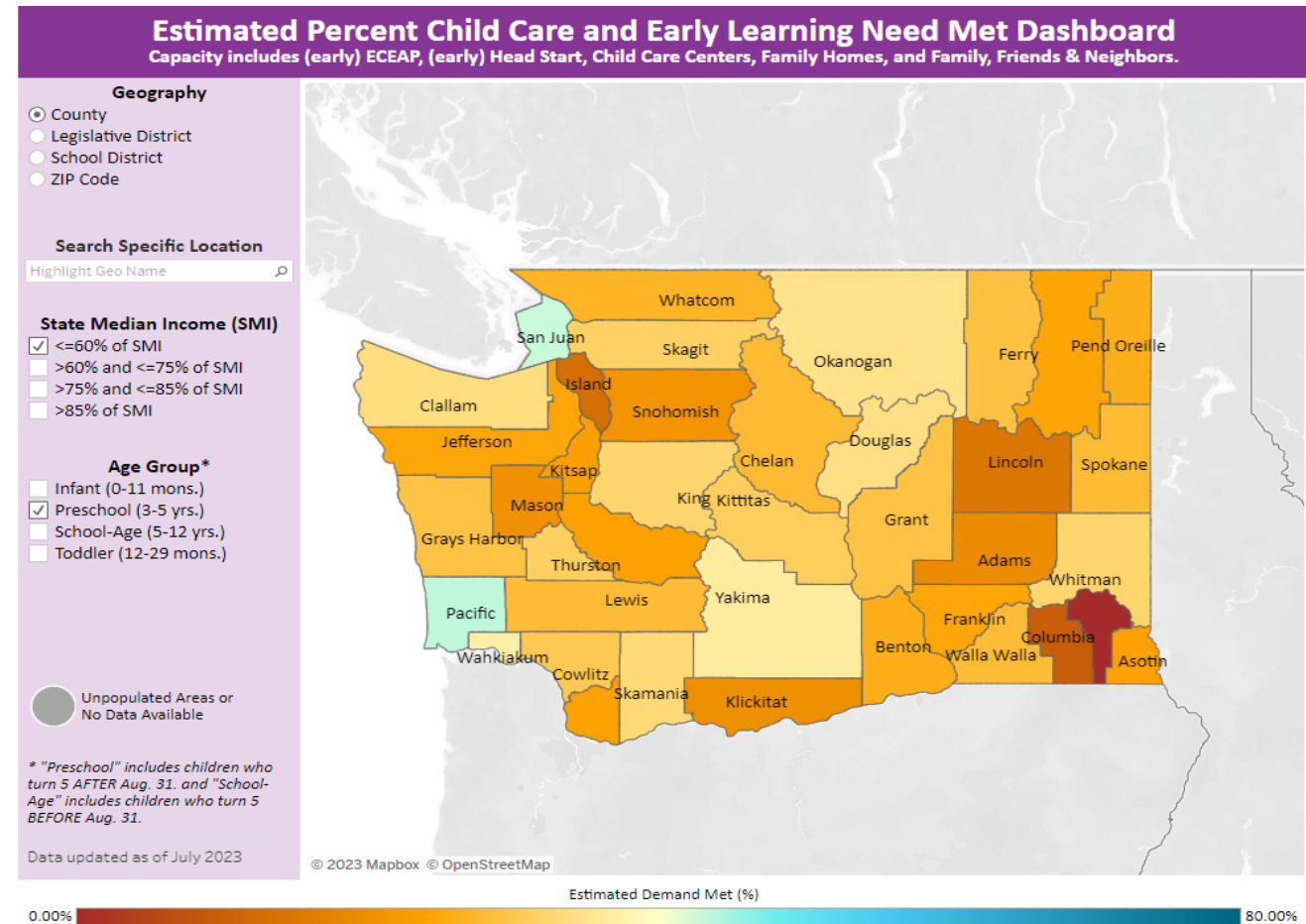


# Childcare Need and Supply Data

Capacity includes;

- Early ECEAP ,
- ECEAP ,
- Head Start,
- Child care Centers
- Family homes
- Family , friends and neighbors

[Child Care Need and Supply Data](#)





# Child Care Need and Supply Data Adams, Island, and Lincoln counties



Geography	Served	Subsidy	Private	Need	Estimated Need Met
Adams County	155	130	25	802	19.33%

Geography	Served	Subsidy	Private	Need	Estimated Need Met
Island County	176	115	61	1,332	13.21%

Geography	Served	Subsidy	Private	Need	Estimated Need Met
Lincoln County	33	27	6	222	14.86%

[Child Care Need and Supply Data.](#)

# DCYF Support and Pre-Licensing Services

DCYF supports ELF grant recipients by offering technical assistance and resources.

Technical assistance focus areas:

- Site selection and feasibility
- Facility design
- Plan Reviews
- Licensing requirements
- Licensing processes



# Accessing DCYF Support



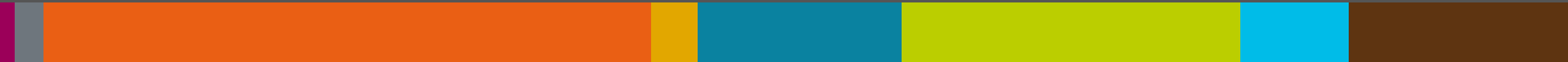


## DCYF has partnered with Imagine Institute:

- **(English)** The Imagine Institute is available to provide language assistance in the applicants preferred language. Please contact The Imagine Institute at 206-492-5249 or email [CCSG@imaginewa.org](mailto:CCSG@imaginewa.org)
- **(Spanish)** El Imagine Institute está disponible para brindar asistencia lingüística en el idioma preferido de los solicitantes. Comuníquese con The Imagine Institute llamando al 206-492-5249 o envíe un correo electrónico a [CCSG@imaginewa.org](mailto:CCSG@imaginewa.org)
- **(Somali)** Waxay Imagine Institute diyaar kuula tahay in ay bixiso caawimaad luuqadeed codsadaayaasha arjiga luuqada ay doorbidayaan. Fadlan la Xariir Imagine Institute ee 206-492-5249 ama emayl [CCSG@imaginewa.org](mailto:CCSG@imaginewa.org)



# Application Process



# Steps to Receiving a Grant

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- Submit Pre-Application on ZoomGrants
- Submit General Application (if eligible), anticipated balanced budget, and required attachments
- Receive award (or decline) notification letter
- Complete pre-contracting requirements
  - Start with Executive Order 21-02 processes
- Signed contract
- Submit progress reports and reimbursement requests



# Online Application Instructions



Washington State

[Serving Communities](#) [Building Infrastructure](#) [Growing the Economy](#) [Promoting Washington](#) [Q](#)

## Early Learning Facilities Program

The Department of Commerce manages funding awarded through direct appropriation and competitive processes that establish new capacity for early learning providers. The Early Learning Facilities (ELF) program supports Washington's commitment of developing additional high quality early learning opportunities for children from low-income households. Commerce's partners in the program are the Department of Children, Youth, and Families, the Office of Superintendent of Public Instruction, Washington Community Reinvestment Association, Enterprise Community Partners, Craft 3 and the Early Learning Facilities Advisory Board.



### Related Law

[RCW 43.31.565 through RCW 43.31.583](#)

[Link to 2021-23 Program Legislation:](#)

[SHB 1080, Sections 1057 and 1083](#)

[ESHB 1370](#)

[Link to 2019-21 Program Legislation:](#)

[SHB 1102, Section 1037](#)

[Links to 2017-19 Program Legislation:](#)

[HB 1777](#)

## 2023-2025 Health & Safety Minor Renovations Grant

# Online Application Instructions

Washington State Department of Commerce

Existing ZoomGrants™ Users: Email

Password

☐ Stay logged in? (Admins and Reviewers only) **Login**

[Forgot password?](#)

[HELP](#) [RESOURCES](#) [A ▲ ▼](#)

Search **Search**


You must be logged in to apply.

**New ZoomGrants™ Account**

Washington State Dept. of Commerce

# Online Application Instructions-ZoomGrants

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Application Status: Not Submitted

**Apply Now/Start Application**

USD\$ 0.00 requested

**Summary** Pre-Application General Application Questions Budget Tables Documents



# Online Application Instructions-ZoomGrants

Application Summary

Pre-Application

General Application Questions

Budget

Tables

Documents

## Pre-Application:

**Tab 1:** Application Summary Tab

**Tab 2:** Pre-Application Questions

## General Application:

Only Available After Pre-Application Submitted and Approved

**Tab 3:** General Application Questions

**Tab 4:** Budget

**Tab 5:** Tables (for responding to questions #28 & #29)

**Tab 6:** Documents

Be as detailed as possible and answer each question to the best of your ability

Complete each tab as indicated

**My Application is  
Submitted...Now What?**



# After the Application is Submitted

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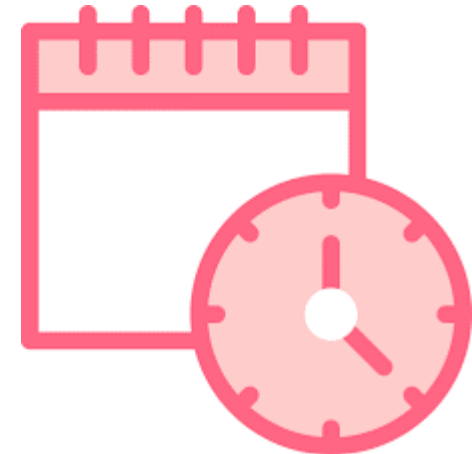
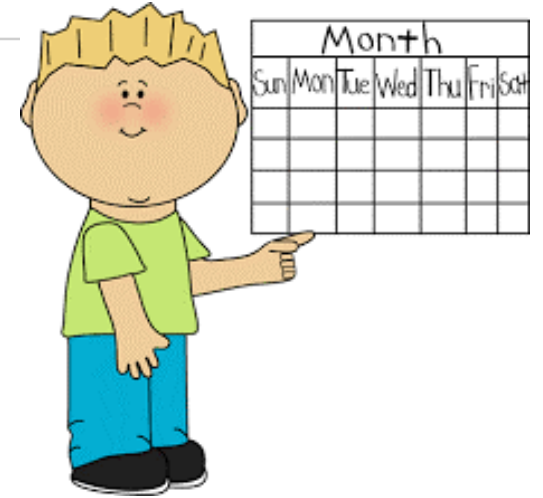
- ZoomGrants will send an automated email to notify applicants that their application has been received
  - Contact [ZoomGrants](#) directly if your submission confirmation email is not in your email inbox or junk mail.
  - If you do not receive an email, your application was not successfully submitted and you will need to contact ZoomGrants directly



# After the Application is Submitted

- Pre-Application applicants will be notified by March 5, 2024
  - Applicants approved to proceed will have access to the General Application
  - There will be a webinar following award announcements to present the most common reasons applications were decline/not awarded
- The deadline for the general application is 6:00 PM on April 16, 2024

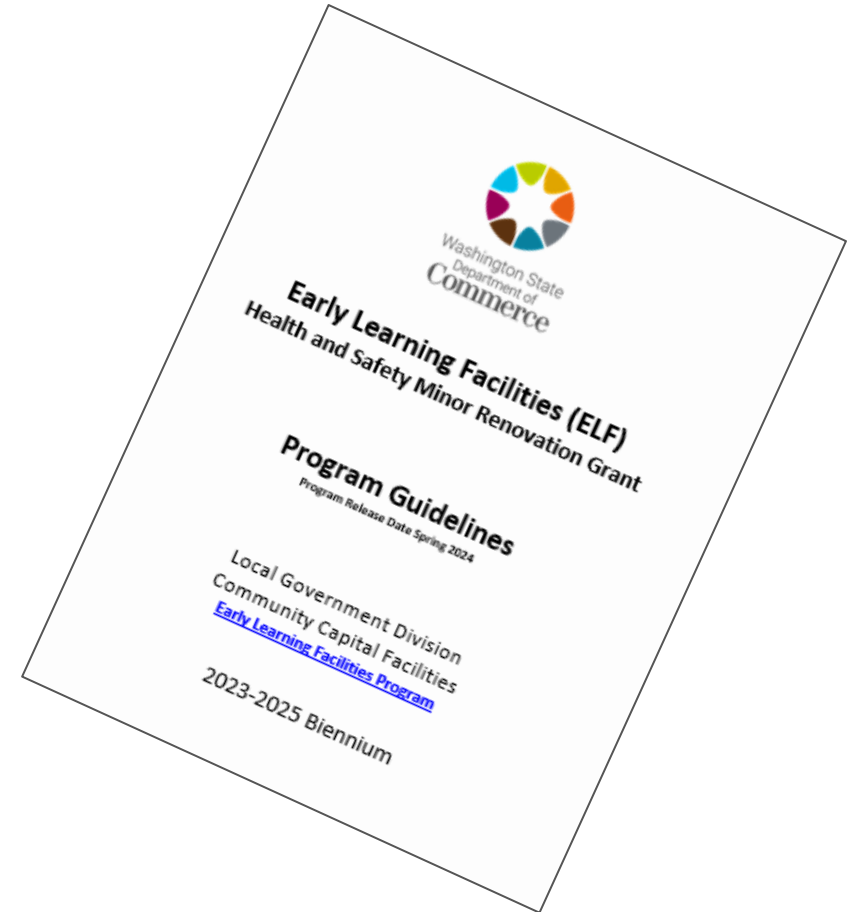
**There are no exceptions to the deadlines for any reason – please submit early**



# After the Application is Submitted

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- Please review the Program Guidelines while waiting for a decision
- Awards will be announced August 2024
- All decisions are final
- A debriefing webinar will be held for applicants who are not awarded.





# ELF Health and Safety Overview – Estimated Timeline

Estimated Timeline	Activity
February 1, 2024 7:00 AM PDT	Applications open
February 22, 2024 5:00 PM PDT	Pre-Applications <u>Received</u> by Deadline (no exceptions)
February 24 - March 1, 2024	Pre-Applications reviewed for eligibility; General Application released to eligible and non-eligible notified
April 16, 2024 5:00 PM PDT	General Applications <u>Received</u> By Deadline (no exceptions)
Mid April – End of June 2024	Applications Reviewed & Scored
July 2024	Awarded Applicants Selected
August 2024	Awards Announced

Commerce reserves the right to adjust the timeline without notice – please refer to the [Early Learning Facility website](#) for updates.

**I Received an Award – Now  
What?**



# Received an Award....Now What?

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- Each awardee will be assigned a Program Manager
- Introductory email and award letter
  - Any ineligible items in the application will result in a reduction of the requested amount in the award
- Statewide Vendor Number (SWV)
- Universal Business Identifier (UBI)
- Executive Order 21-02
- Leadership in Energy and Environmental Design (LEED)
- Tax Payer Identification Number



# Received an Award....Now What?

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- Statewide Vendor Number (SWV)
  - All grantees must have a statewide vendor number to be paid funds from the state
  - Registration is through the Office of Financial Management
  - The type of SWV registration needs to match the type of registration from the Department of Revenue Business License; Both need to match applicant



# Received an Award....Now What?

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- Universal Business Identifier (UBI)
  - The type of business (LLC, non-profit, for profit, etc.) needs to match what is submitted for the statewide vendor number (SWV)
  - The address on the business license needs to match the address of the childcare facility project

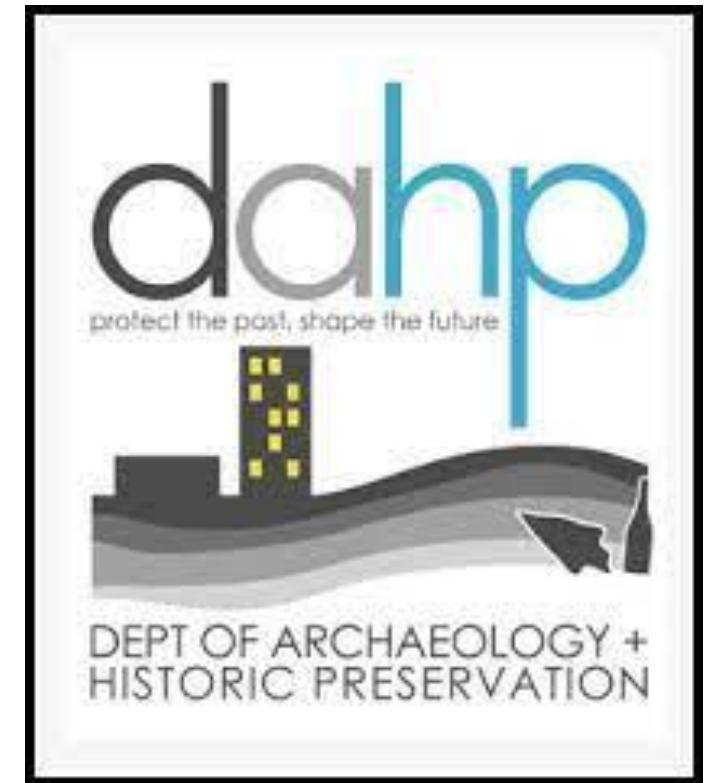




# Received an Award....Now What?

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- [Executive Order 21-02](#)
  - Complete the EZ form and submit to DAHP by email (Department of Archeology and Historic Preservation), with a copy to your program manager
  - Complete tribal consultation with a letter sent by certified mail and provide your program manager copies of the letters and receipts – allow 30 days for tribal response
  - Inadvertent Discovery Protocol



# Received an Award....Now What?

- Leadership in Energy and Environmental Design (LEED)
  - This program is to promote economical energy consumption and energy preservation
  - Complete the form and return to your program manager for review
  - If your project is new construction of >5,000 square feet or a renovation worth 50% or more of the facility value, plan on getting LEED Silver certification from the beginning.

**Department of Commerce**  
**Behavioral Health Facilities or Early Learning Facilities**  
**LEED Certification Declaration**

**Directions:** All recipients of state funded capital project grants administered by Commerce capital programs are required to fill out this form as part of the pre-contracting process. For more information about this requirement see [39.35RCW](#) and go to the U.S Green Building Council webpage: [USGBC LEED](#).

Please enter your responses in the fields below then email it to your contract manager. All BHF & ELF awardees must complete Project Name, COM Contract Number, Awardee Organization Name, Date Submitted and Grant Program Name. If you are seeking an exemption from the LEED requirements, start with Step 1 and follow the additional directions at the end of each step. If you are planning to submit your project for LEED certification, complete Steps 2, 4 & 5. This document requires a signature.

Project Name: \_\_\_\_\_ COM Contract Number: \_\_\_\_\_  
Awardee Organization Name: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Grant Program Name: \_\_\_\_\_

**STEP 1: Is your project exempt from LEED requirements?**

1.1 Is the funded project only for pre-design/development or acquisition and will not include any construction or renovation?  
Yes ☐ No ☐ (If YES, the project is exempt. Skip to Step 5)

1.2 Is your facility a hospital or research facility?  
Yes ☐ No ☐ (If YES, the project is exempt. Skip to Step 5)

1.3 Is the BHF or ELF project being built in conjunction with an affordable housing project that received state or local capital funding for affordable housing and will be built to the [Evergreen Sustainable Development Standard \(ESDS\)](#)? Yes ☐ No ☐ (If YES, the project is exempt. Skip to Step 5)

1.4 Does the funded project include renovation that will cost less than 50 percent of the facility's assessed value? Yes ☐ No ☐  
If yes, what is the renovation budget for the funded project? \$ \_\_\_\_\_ What is the facility's assessed value? \$ \_\_\_\_\_  
What method was used to determine the facility's assessed value? \_\_\_\_\_  
(If the funded project renovation costs are less than 50% of the facility's assessed value, the project is exempt. Skip to Step 5)

1.5 Does the funded project include new construction for less than 5,000 gross square feet of occupied or conditioned space?\*\*\*  
Yes ☐ No ☐ If yes, what is the square footage of the funded project? \_\_\_\_\_ (If YES, the project is exempt. Skip to Step 5)

1.6 Is the BHF or ELF project being built in conjunction with a state-funded school construction project and will be built to the [Washington Sustainable Schools Project \(WSSP\)](#)? Yes ☐ No ☐ (If YES, the project is exempt. Skip to Step 5)

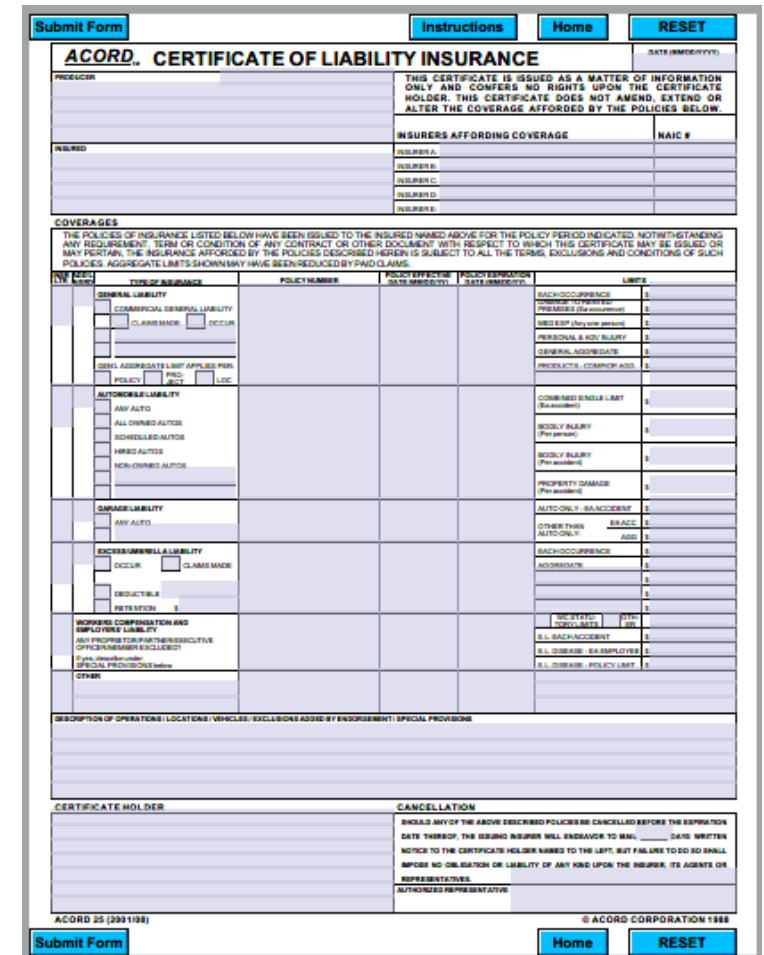
You are exempt if you answered 'YES' to ANY question in Step 1. If you are exempt, you may skip Steps 2, 3 and 4 but must complete Step 5 and submit this completed form back to your contract manager. If you're not exempt, proceed to Step 2.

\* Research facility refers to a facility primarily used for laboratory experimentation, laboratory research, or lab training in research methods.  
\*\* Assessed value can be based on County Assessors records, or replacement value, it is the owner's choice. Value includes the building & land.  
\*\*\* Gross square feet as defined by the state Energy Code.

08/20/2022 LEED Doc 6.doc 1

# Received an Award....Now What?

- Insurance
  - Commercial Liability
    - \$1,000,000 coverage per incident
    - Commerce listed as the certificate holder
  - Evidence of Property Coverage
    - Enough coverage to make the facility or home whole again
  - Fidelity / Crime Coverage
    - Family homes licensed for childcare may be able to waive Fidelity insurance if there are no employees on payroll



The image shows a screenshot of the ACORD Certificate of Liability Insurance form. The form is titled "ACORD CERTIFICATE OF LIABILITY INSURANCE" and includes a "Submit Form" button at the top left. The form is divided into several sections: "PRODUCER", "INSURED", "INSURERS AFFORDING COVERAGE", "COVERAGES", "DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS ASSUMED BY ENDORSEMENT, SPECIAL PROVISIONS", "CERTIFICATE HOLDER", and "CANCELLATION". The "COVERAGES" section is the most detailed, listing various types of liability coverage such as General Liability, Automobile Liability, Damage Liability, Excess/Uninsured/Underinsured Motorist Liability, Workers Compensation and Employers Liability, and Fidelity and Crime Coverage. Each coverage section includes a table with columns for "TYPE OF COVERAGE", "POLICY NUMBER", "POLICY EFFECTIVE DATE (MM/DD/YY)", "POLICY EXPIRATION DATE (MM/DD/YY)", and "LIMITS". The "CERTIFICATE HOLDER" section includes a field for the name of the certificate holder. The "CANCELLATION" section includes a field for the date of cancellation and a field for the name of the authorized representative. The form is dated "ACORD 25 (2001/08)" and "© ACORD CORPORATION 1988".

# Received an Award....Now What?

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- **Tax Payer/Employer Identification Number (TIN/EIN)**
  - Obtained from the Internal Revenue Service (IRS)
  - This is a unique nine-digit number that the IRS assigns to an organization.
  - The IRS uses the number to identify taxpayers who are required to file various business tax returns.



# Received an Award....Now What?

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- **Real estate securing of grant**

- All ELF-funded projects require a minimum of a ten year commitment period for ongoing childcare
- The property will be secured for that time period through a recorded Deed of Trust, a recorded Leasehold Deed of Trust, a Promissory Note, or a Covenant.
- We also require a Lender's Title Insurance policy to be purchased by the awardee.- Must be free and clear of unpaid taxes, liens or encumbrances unless otherwise approved.
- No reimbursements may be processed until the Commerce real estate processes have been completed.
- The Real Estate team will assist with this process upon being awarded.





# Steps for Reimbursement

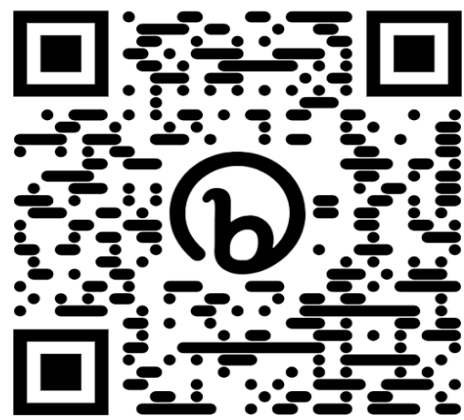
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- **Have an executed contract**
  - Fully signed by both grantee & Commerce
- **Submit reimbursement request**
  - Online or by email
- **Provide required documents**
  - Reimbursement Request Invoice (A-19)
  - Scanned file of vendor invoices
  - Scanned file of proof of invoice payments
  - Project Status report
  - Reportable Expense Template
- **Be reimbursed**



# Sign Up for Email Updates

## ELF Website + Sign Up for Email Updates



### Questions?

Email us at [earlylearningfacilities@commerce.wa.gov](mailto:earlylearningfacilities@commerce.wa.gov)

## Early Learning Facilities Program

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### Related Law

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ESHB 1370

Link to 2019-21 Program Legislation:  
SHB 1102, Section 1037

Links to 2017-19 Program Legislation:  
HB 1777  
ESSB 6095, Section 1005

### Program Guidelines

State Funding – Eligible Organizations Guidelines  
State Funding – K-12 School Districts Guidelines

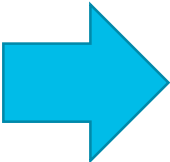
State Funding – Direct Appropriation Guidelines

Program Guidelines – Federally Funded Child Care Minor  
Renovations Grant

Eligible Organizations Program Guidelines 2023-2025

### Our Program

The Early Learning Facilities (ELF) program aims to help Early Childhood Education and Assistance Program (ECEAP) contractors and Working Connections Child Care (WCCC) providers to expand, remodel, purchase, or construct early learning facilities and classrooms necessary to support early learning opportunities for children from low-income households.



## Sign up for updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

\*Email Address

Submit

# Process and Technical Assistance

Early Learning Facilities Website:

<https://www.commerce.wa.gov/building-infrastructure/capital-facilities/early-learning-program/>



Washington State  
Department of  
**Commerce**

For all program-related questions, please email  
[earlylearningfacilities@commerce.wa.gov](mailto:earlylearningfacilities@commerce.wa.gov)

For all zoom grants technical assistance

[QUESTIONS@ZOOMGRANTS.COM](mailto:QUESTIONS@ZOOMGRANTS.COM) OR 866-323-5404 X2

For all DCYF- ECEAP related questions please email

[dcyf.eceap@dcyf.wa.gov](mailto:dcyf.eceap@dcyf.wa.gov)

For all DCYF-WCCC Call the Child Care Subsidy Contact  
Center at

1-844-626-8687.

[www.commerce.wa.gov](http://www.commerce.wa.gov)



**Thank you for  
attending!**